



"City of Choice"

## INFORMATION

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TO: Prospective Candidates

FROM: Peggy Cimics, City Secretary

SUBJECT: November 3, 2015, General Election for City Offices

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Thank you for considering to become a candidate for the City of Cibolo's November 2015 Municipal Election. Your candidacy entails the obligation to comply with certain applicable state statutes and local ordinances. In an effort to assist you I have prepared a "Candidate's Packet" with the necessary forms and instructions.

The items summarized below provide some very basic information regarding the election process:

- **QUALIFICATION FOR CANDIDATES**

All candidates for elective office in the City of Cibolo shall meet the following qualifications as listed in Section 5.02 of the City Charter as follows:

1. Shall be at least twenty-one (21) years of age at the time of the election.
2. Shall be a registered voter.
3. Shall have resided within the corporate limits of the City of Cibolo for at least twelve (12) months prior to the filing date and shall have their primary residence within the City limits of the City of Cibolo; running for a district you must have resided in that district for at least twelve (12) months prior to the filing date and shall have their primary residence within that district.
4. No candidate may file in a single election for more than one (1) elective office or position.
5. No employee of the City shall continue in such position after filing for an elective City office.
6. The office of an incumbent elected City official shall become vacant when the person holding such office files an application to have his/her name placed on an official ballot as a candidate for any elective public office other than the one such person holds, unless otherwise prohibited by law.
7. All candidates shall comply with all other City ordinances and/or resolutions that may be applicable.

- **POSITIONS ON THE CITY OF CIBOLO NOVEMBER 2015 BALLOT**

1. Mayor
2. City Council Member, District 2
3. City Council Member, District 3
4. City Council Member, District 7

- **FILING FOR A POSITION**

Candidates must file an application for a place on the ballot with the City Secretary no earlier than 8:00 a.m., Saturday, July 25, 2015, and no later than 5:00 p.m., Monday, August 24, 2015. Each application must be carefully reviewed to determine whether it complies with the Election Code requirements as to content. Please file your application as soon as practicable to allow sufficient time for this review.

- **DRAWING FOR PLACE ON THE BALLOT**

Drawing for placement on the ballot will be on Wednesday, August 26, 2015 at 4:30 p.m. at Cibolo City Hall, 200 S. Main, Cibolo, Texas 78108.

- **CAMPAIGN TREASURER**

All candidates must designate a Campaign Treasurer and file the Appointment of a Campaign Treasurer with the City Secretary. The form must be filed before any contribution is accepted or any expenditure is made. The Texas Ethics Commission generates the Form CTA and instructions; a copy is in your Election Packet. Even if a candidate does not accept contributions and/or make political expenditures, a campaign treasurer must be appointed.

- **CONTRIBUTIONS AND EXPENDITURES**

Title 15 of the Texas Election Code pertains to campaign contributions and expenditures. Financial reports must be completed by the candidate or the candidate's Campaign Treasurer (signed only by the candidate), and filed with the City Secretary by 5:00 p.m. on the appropriate due dates.

It is extremely important to adhere to the financial reporting procedures. Remember that campaign reports are public information, and the media, opponents and general public will have the opportunity to review the report.

Questions regarding reporting procedures, contributions or expenditures should be directed to the Disclosure Filing Division of the Ethics Commission at 512-463-5800. The duties of the City Secretary are limited to accepting and filing the various applications, affidavits and statements. Candidates should use the Texas Ethics Commission for guidance and review Title 15 at the following link: <http://ethics.state.tx.us/statutes/11title15.pdf>

- **VOTING INFORMATION**

The last day to register to vote in order to be eligible to vote in the November 2015 Election is Monday, October 5, 2015. Early Voting begins Monday, October 19, 2015 and ends Friday, October 30, 2015.

- **FAIR CAMPAIGN PRACTICES**

Pursuant to Chapter 258 of the Election Code, all candidates are encouraged to subscribe to the Code of Fair Campaign Practices.

- **POLITICAL ADVERTISING**

Campaign signs are expensive to purchase and time-consuming to place. Therefore, you should ensure that all City and State laws and regulations regarding political signs are followed. A copy of our sign Ordinance and a Guide to Political advertising from the Texas Ethics Commission, Chapter

255 of the Texas Election Code, and the Texas Department of Transportation regulation on outdoor advertising and political signs is included in this packet.

- **PUBLIC INFORMATION**

The application for a Place on the Ballot and all Campaign Finance forms are open to the public upon request; as well the media often requests copies of these documents. Please note that the Application for a Place on the Ballot has two optional fields: e-mail address and telephone number. Although it is important for the City to have your contact information, you are not required to complete it on this form.

- Since, personal e-mail addresses are protected under the Texas Public Information Act, an additional Authorization to Release will need to be filed if you choose to complete the optional fields.
- If you choose not to complete the optional fields, please provide this information to the City Secretary in an alternate method.

- **IMPORTANT CONTACT & REFERENCE INFORMATION**

City Website: [www.cibolotx.gov](http://www.cibolotx.gov)

Peggy Cimics, City Secretary: [pcimics@cibolotx.gov](mailto:pcimics@cibolotx.gov) and contact number 210-566-6111

Texas Ethics Commission – Information about Campaign Finance Forms – [www.ethics.state.tx.us](http://www.ethics.state.tx.us)

Texas Secretary of State – General Election Information – [www.sos.state.tx.us](http://www.sos.state.tx.us)

Texas Election Code – State Election Statutes – [www.statutes.legis.state.tx.us/](http://www.statutes.legis.state.tx.us/)

- Forms and information for the 2015 City of Cibolo General Election for City Officials are attached. Please be aware that Section 254.036 of the Election Code requires that all forms regarding financial reporting be written in black ink or typed with black typewriter ribbon unless the report is a computer printout.

**The first two forms will be the documents you will need to submit when you file for office.**

**Candidates must file an application for a place on the ballot with the City Secretary no earlier than 8:00 a.m., Saturday, July 25, 2015, and no later than 5:00 p.m., Monday, August 24, 2015.**

**I would like to emphasize the importance of adhering to the financial reporting procedures. Campaign reports are considered open records and will be viewed as such by reporters and opponents alike.**

(1) **Application for a place on the City of Cibolo General Election Ballot.** The loyalty oath is included on this application and must be notarized. Cibolo does have a couple individuals that are notaries that could help you with this if you need this service.

(2) **Appointment of a Campaign Treasurer by a candidate (Form CTA),** together with **Form CTA – Instruction Guide.** The Form CTA should be filed in my office at the same time as the above application. Please note the statement that must be signed regarding the nepotism law. A summary of the nepotism law is in the CTA Instruction Guide.

- (3) Candidate/Officeholder Campaign Finance Report (Form C/OH), together with Form C/OH – Instruction Guide.
- (4) Candidate/Officeholder Report of Unexpended Contributions (Form C/OH-UC) and the Form C/OH-UC – Instruction Guide.
- (5) A copy of the Texas Ethics Commission’s Code of Fair Campaign Practices (Form CFCP and Chapter 258, Election Code).
- (6) A copy of the Texas Ethics Commission 2015 Filing Schedule.
- (7) A copy of the Texas Ethics Commission Notice to Local Filing Authorities.
- (8) A Copy of the Texas Ethics Commission’s Political Advertising, What You Need To Know.
- (9) Rules for posting campaign signs.
- (10) Election Calendar
- (11) A Copy of Amendment of Appointment of a Campaign Treasurer by a Candidate (Form ACTA and Form ACTA-Instruction Guide)
- (12) A Copy of the City Charter

If you have any questions regarding reporting procedures, contributions, or expenditures, please call the Texas Ethics Commission at (800) 325-8506 or (512) 463-5800, or go online at [www.ethics.state.tx.us](http://www.ethics.state.tx.us).

Groups or committees that are advertising or campaigning for a candidate or for/against a specific measure or proposition on the ballot are called Specific Purpose Committees and must file specific forms (SPAC) with the City Secretary at different times throughout the year. These groups are required to appoint a campaign treasurer before accepting or expending and funds. The forms and instructions are in my office, and I will make them available to you or to your committee’s representative upon request. If you prefer, you can download the forms yourself from the Texas Ethics Commission website at [www.ethics.state.tx.us](http://www.ethics.state.tx.us).

Questions about election laws can be directed to the Secretary of State at (800) 252-8683 or (512) 463-5650, go you can go online at [www.sos.state.tx.us](http://www.sos.state.tx.us).

The City Secretary’s office is open to assist you in any way we can. Your interest in municipal government is appreciated, and I trust that this will be a positive and exciting experience for you. If I can be of assistance to you please don’t hesitate to contact me at (210) 566-6111 or via email at: [pcimics@cibolotx.gov](mailto:pcimics@cibolotx.gov). Best wishes to you!

Sincerely,

Peggy Cimics, TRMC  
City Secretary